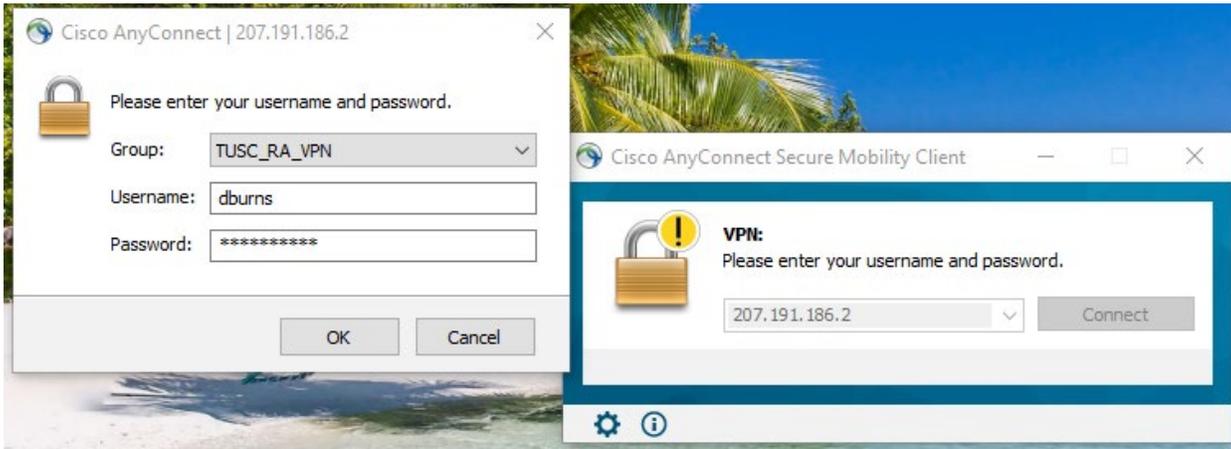


Steps to Archive Email via VPN

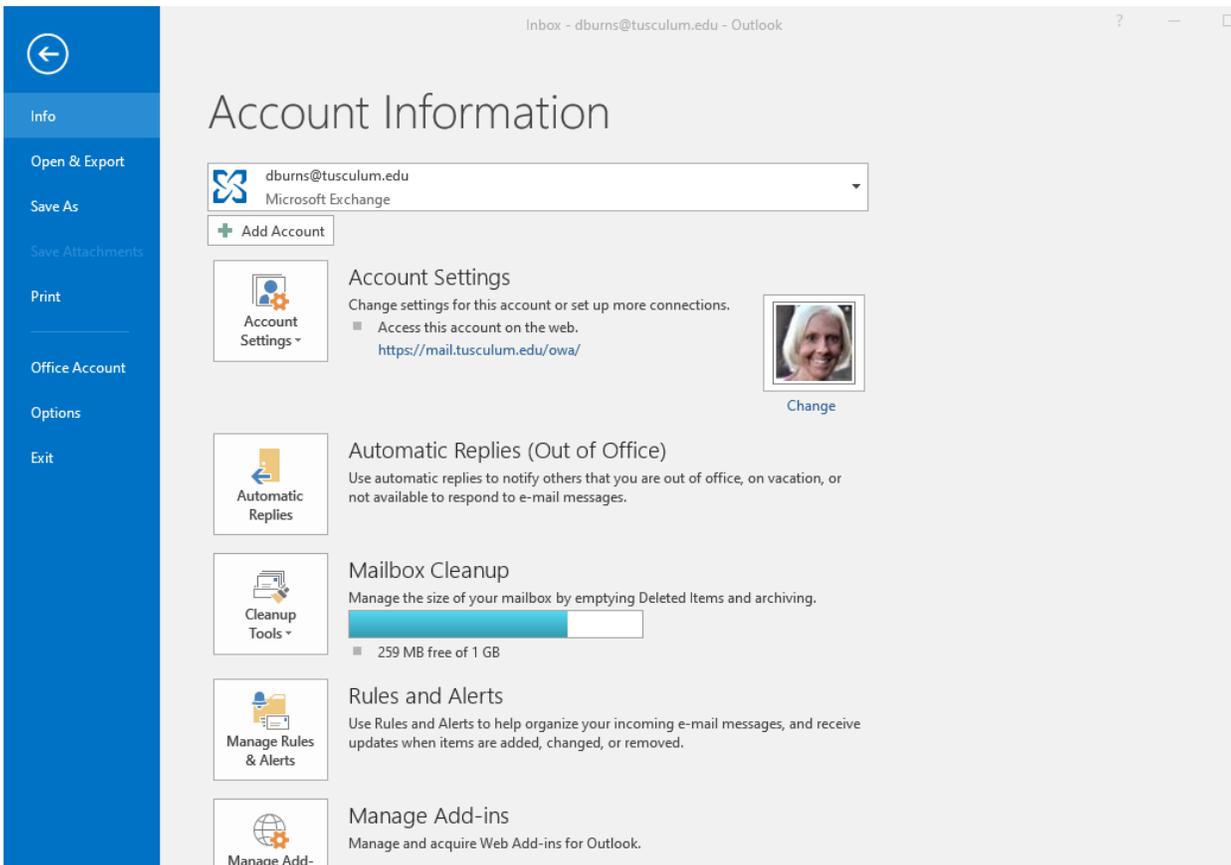
Connect to the VPN via the Cisco AnyConnect client using your Tusculum network account and password



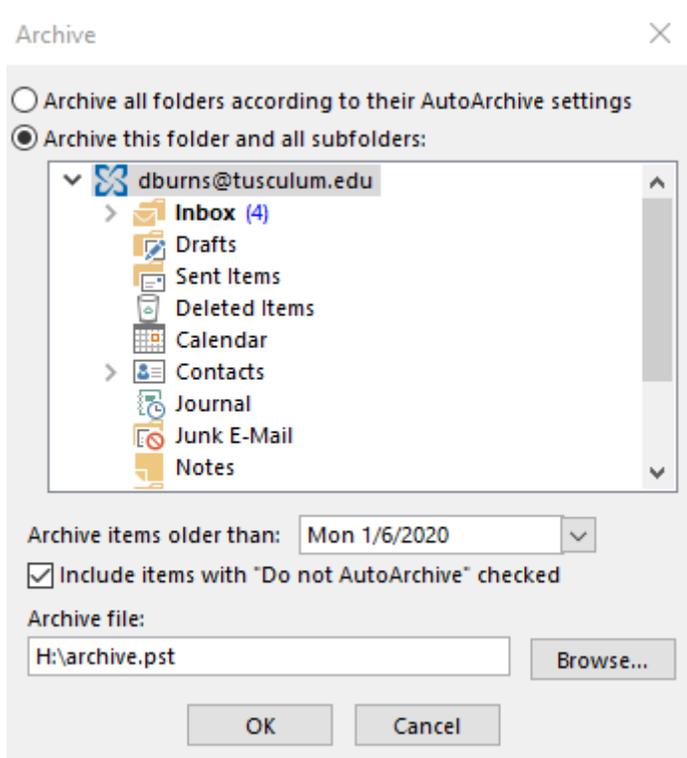
Once connected to the VPN this icon will show in the bottom right-hand corner of the screen:



Open Outlook and click on File, Cleanup Tools, Archive



In this window select the option below for the entire mailbox



Also select the date that you want to archive from. Also select the filename and drive location where you want to save the archive file. The setting above will be archived to the H drive but it can also be saved to a local drive or any other drive.

Click OK and the archive will start immediately and should only take a few minutes to complete.

These are the exact same settings that can be used to archive when connected to the Tusculum network (except connecting to the VPN will not be needed).